



May 26<sup>th</sup>, 2020  
Board of Public Works & Safety  
20 N 6<sup>th</sup> Street  
Lafayette, IN 47901

RE: Task Order # 8 for Engineering Services with Wessler Engineering.

Dear Board Members:

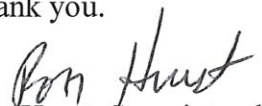
You have before you an agreement with Wessler Engineering for preparing our Risk and Resilience Assessment (RRA). The United States Government passed the America's Water Infrastructure Act of 2018 (AWIA) Which requires a drinking water supply system that serve a population of 3,300 or more to complete a RRA and an Emergency Response Plan (ERP) for the waterworks system and submit certification to the Environmental Protection Agency (EPA) within a designated time period. Therefore the RRA must be completed by December 31<sup>st</sup>, 2020 and the ERP must be completed by June 30<sup>th</sup>, 2020

The RRA is considered Phase 1 of the planning and is a vulnerability assessment of our drinking water utility, taking an all hazard approach when completing the evaluation. This approach evaluates the vulnerabilities, threats and consequences from potential hazards.

This agreement is a time & materials basis in the amount of \$7,000.00 to \$8,000.00 and will not to exceed \$8,000.00 without the OWNERS written authorization.

This agreement has been reviewed by our legal department and I respectfully request your approval.

Thank you.

  
Ron Hurst, Superintendent  
Lafayette Water Works

## TASK ORDER

---

Project: 177515 On-Call Waterworks Engineering Services  
Risk and Resilience Assessment

Task Order No: 8

Issued To: Wessler Engineering

**All work shall be performed in accordance with the Agreement between the Board of Public Works and Safety, City of Lafayette, Indiana and Wessler Engineering executed May 12, 2015.**

### **I. Project Description**

The United States Government passed the America's Water Infrastructure Act of 2018 (AWIA) which requires drinking water supply systems that serve a population of 3,300 or more to complete a Risk and Resilience Assessment (RRA) and an Emergency Response Plan (ERP) for the waterworks system and submit certification to the Environmental Protection Agency (EPA) within a designated time period. Lafayette's 2018 population estimate per the 2018 Census data (<https://www.census.gov/quickfacts/lafayettecityindiana>) was 72,168. Therefore, the RRA must be completed and certified by December 31, 2020 and the ERP must be completed and certified by June 30, 2021.

The RRA is considered Phase 1 of the Planning and is a vulnerability assessment of the OWNER's drinking water utility, taking an all-hazards approach when completing the evaluation. This approach considers natural hazards and malevolent acts and will assist the OWNER to determine where the drinking water system may be vulnerable to unauthorized access, potential threats, and disaster situations. The Phase 1 - RRA is herein described as the Project.

### **II. Scope of Services – Basic Services**

- A. Prepare for and attend a kick-off meeting with OWNER to discuss components of the RRA, including but not limited to physical security and cyber security, coordinate the data gathering, and present a preliminary Project schedule.
- B. Review General Utility Information, analyze, and record data via the Vulnerability Self-Assessment Tool (VSAT) web application.
- C. Review Utility Resilience Index, analyze, and record data via the VSAT web application. Analysis of existing compliance documentation to include, but not limited to, the following: Emergency Response Plan (ERP); National Incident Management System (NIMS) Compliance; Mutual Aid and Assistance (MAA); Emergency Power for Critical Operations (EPCO); Minimum Daily Demand/Treatment (MDDT); Critical Parts and Equipment (CPE); Critical Staff Resilience (CSR); Business Continuity Plan (BCP); Utility Bond Rating (UBR); Government Accounting Standards Board (GASB) Assessment; Unemployment; and Median Household Income (MHI).



- D. Review Qualitative Risk Assessment, analyze, and record data via the VSAT web application. Analysis to include identification of critical assets and determination of malevolent act and/or natural hazard. Critical asset categories consist of the following: physical barriers; source water; pipes and constructed conveyances, water collection, and intake; pretreatment and treatment; storage and distribution facilities; electronic, computer, or other automated systems; monitoring practices; financial infrastructure; the use, storage, or handling of chemicals; and the operation and maintenance of the utility.
- E. Provide analysis of asset/threat pairs. Complete baseline assessment.
- F. Prepare a Draft RRA Report. Review results of the analysis with the OWNER and based upon OWNER's input and review comments, finalize tentative items.
- G. Prepare AWIA Certification Letter, certifying compliance with AWIA requirements on or before November 30, 2020.

### **III. Additional Services**

Additional Professional Services may be requested and agreed to in writing by the parties beyond the scope of the PROJECT. Additional Professional Services may include the following:

- A. Provide Countermeasure Analysis and record data via the VSAT web application (completion of this VSAT section is optional yet recommended).
- B. Complete Waterworks System Planning Phase 2 – Emergency Response Plan (ERP).
- C. Provide additional Waterworks System Planning services relating to Phase 1 and/or Phase 2.

### **IV. Project Schedule**

- A. The Schedule for completing the Work shall be established by the OWNER and ENGINEER. The Work shall be completed no later than November 30, 2020. The RRA submittal date shall be no later than the EPA required date of December 31, 2020.

### **V. Compensation**

In accordance with the terms and conditions of the Agreement, ENGINEER shall provide the Professional Services for which OWNER shall compensate ENGINEER as follows:

- A. Compensation for Professional Services described in this Task Order shall be on a time and materials basis in the estimated amount of \$7,000.00 to \$8,000.00 and will not exceed \$8,000.00 without written authorization.
- B. Compensation for Additional Services, if requested in writing, shall be on a time and materials or lump sum basis as mutually agreed to by OWNER and ENGINEER.
- C. Professional Services performed on a time and materials basis shall be invoiced by ENGINEER monthly based upon the actual hours and reimbursable expenses incurred in performing the Services per ENGINEER's Hourly Rate and Reimbursement Expense Schedule in effect at the time the Professional Services are performed.

**Accepted By:**

**ENGINEER**

**WESSLER ENGINEERING, INC.**



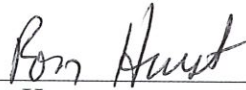
\_\_\_\_\_  
Martin A. Wessler, P.E.  
CEO

Date: April 24, 2020

**Authorized By:**

**OWNER**

**CITY OF LAFAYETTE, INDIANA**



\_\_\_\_\_  
Ron Hurst  
Superintendent

Date: 5-13-2020

Attachment – EPA AWIA2018 Fact Sheet

MAW/Y:\02 PROPOSALS\Lafayette P\90020 ON-CALL SERVICES\177715 On-Call DW\T008 RRA Phase 1\TO 008 RRA Phase 1.docx



# RISK AND RESILIENCE ASSESSMENTS AND EMERGENCY RESPONSE PLANS:



## NEW REQUIREMENTS FOR DRINKING WATER UTILITIES

Section 2013 of America's Water Infrastructure Act of 2018 (AWIA) requires community water systems<sup>1</sup> that serve more than 3,300 people to complete a risk and resilience assessment and develop an emergency response plan.

### RISK AND RESILIENCE ASSESSMENT

Your utility must conduct a risk and resilience assessment and submit certification of its completion to the U.S. EPA by the following dates:

#### Important Dates

- March 31, 2020 if serving  $\geq 100,000$  people.
- December 31, 2020 if serving 50,000 to 99,999 people.
- June 30, 2021 if serving 3,301 to 49,999 people.

### EMERGENCY RESPONSE PLAN

Your utility must develop or update an emergency response plan and certify completion to the U.S. EPA **no later than six months** after risk and resilience assessment certification. Each utility deadline is unique; however, the dates below are the due dates for utilities who submit a risk and resilience assessment certification by the final due date according to the population served.

#### Recertification

**Every five years**, your utility must review the risk and resilience assessment and submit a recertification to the U.S. EPA that the assessment has been reviewed and, if necessary, revised.

**Within six months** of submitting the recertification for the risk and resilience assessment, your utility must certify it has reviewed and, if necessary, revised, its emergency response plan.

Visit the U.S. EPA website to find more information on guidance for developing a risk and resilience assessment at <https://www.epa.gov/waterriskassessment/conduct-drinking-water-or-wastewater-utility-risk-assessment>.

Visit the U.S. EPA website for guidance on developing an Emergency Response Plan at <https://www.epa.gov/waterutilityresponse/develop-or-update-drinking-water-or-wastewater-utility-emergency-response-plan>.

### TOOLS OR METHODS

AWIA does not require the use of any standards, methods or tools for the risk and resilience assessment or emergency response plan. Your utility is responsible for ensuring that the risk and resilience assessment and emergency response plan address all the criteria in AWIA Section 2013(a) and (b), respectively. The U.S. EPA recommends the use of standards, including AWWA J100-10 Risk and Resilience Management of Water and Wastewater Systems, along with tools from the U.S. EPA and other organizations, to facilitate sound risk and resilience assessments and emergency response plans.



<sup>1</sup> Section 2013 of AWIA applies to community water systems. Community water systems are drinking water utilities that consistently serve at least 25 people or 15 service connections year-round.

Still have questions about the new AWIA requirements?  
Contact the U.S. Environmental Protection Agency (U.S. EPA) at [dwresilience@epa.gov](mailto:dwresilience@epa.gov).

Office of Water (4608T)  
EPA-817-F-19-004  
May 2019



## FREQUENTLY ASKED QUESTIONS



### I need more information about risk and resilience assessments and emergency response plans:

Risk and resilience assessments evaluate the vulnerabilities, threats and consequences from potential hazards.

#### What does a risk and resilience assessment include?

- Natural hazards and malevolent acts (i.e., all hazards).
- Resilience of water facility infrastructure (including pipes, physical barriers, water sources and collection, treatment, storage and distribution, and electronic, computer and other automated systems).
- Monitoring practices.
- Financial systems (e.g., billing systems).
- Chemical storage and handling.
- Operation and maintenance.

#### Who should I work with when creating my emergency response plan?

- Utilities must coordinate the risk and resilience assessments, as well as the emergency response plans with local emergency planning committees.

For more information, see [www.congress.gov/bill/115th-congress/senate-bill](http://www.congress.gov/bill/115th-congress/senate-bill).

#### What does an emergency response plan include?

- Strategies and resources to improve resilience, including physical security and cybersecurity.
- Plans and procedures for responding to a natural hazard or malevolent act that threatens safe drinking water.
- Actions and equipment to lessen the impact of a malevolent act or natural hazard, including alternative water sources, relocating intakes and flood protection barriers.
- Strategies to detect malevolent acts or natural hazards that threaten the system.

### I need more information on the certification process:

#### What do I need to submit to the U.S. EPA?

- Each utility must submit a certification of your risk and resilience assessment and emergency response plan. Each submission must include: utility name, date and a statement that the utility has completed, reviewed or revised the assessment. The U.S. EPA has developed an optional certification template that can be used for email or mail certification. The optional certification form will be available in August 2019.

#### Who can certify my risk and resilience assessment and emergency response plan?

- Risk and resilience assessments and emergency response plans can be self-certified by the utility.

#### How do I submit my certification?

- Three options will be provided for submittal: regular mail, email and a user-friendly secure online portal. The online submission portal will provide drinking water systems with a receipt of submittal. The U.S. EPA recommends using this method. The certification system will be available in August 2019.

#### When can I submit the initial certification?

- Utilities should wait to submit the initial certification to the U.S. EPA until the U.S. EPA publishes *Baseline Information on Malevolent Acts Relevant to Community Water Systems*, which is required under AWIA by August 2019.

#### Do I need to submit my certification to my state or local government?

- No. Section 2013 of AWIA does not require utilities to submit the certification to state or local governments.

#### How long do I need to keep a copy of my risk and resilience assessment and emergency response plan?

- Utilities need to keep a copy of both documents for five years after certification.

#### What if I do not have a copy of my most recent risk and resilience assessment?

- The U.S. EPA intends to destroy vulnerability assessments (VAs) submitted in response to the Bioterrorism Act of 2002, but if utilities would like to have their VA and certification documents mailed to them, contact [WSD-Outreach@epa.gov](mailto:WSD-Outreach@epa.gov), and on utility letterhead, include the utility name, PWSID, address and point of contact as an attachment to the email.

## RESOURCES & TOOLS

#### Conducting a Risk and Resilience Assessment

- The U.S. EPA's Risk and Resilience Baseline Threat Document (available August 2019).
- The U.S. EPA's Vulnerability Self-Assessment.

#### The U.S. EPA Website

- <https://www.epa.gov/waterresilience/americas-water-infrastructure-act-2018-risk-assessments-and-emergency-response-plans>.

#### Developing an Emergency Response Plan

- Emergency Response Plan Guidance.
- The U.S. EPA's Emergency Response Webpage.
- Local Emergency Planning Committees.

Still have questions about the new AWIA requirements?

Contact the U.S. Environmental Protection Agency (U.S. EPA) at [dwresilience@epa.gov](mailto:dwresilience@epa.gov).

Office of Water (4608T)  
EPA-817-F-19-004  
May 2019

Approved by the Board of Public Works and Safety on the \_\_\_\_\_ day of  
\_\_\_\_\_, 2020.

\_\_\_\_\_  
Gary Henriott, President

\_\_\_\_\_  
Cindy Murray, member

\_\_\_\_\_  
Norm Childress, member

\_\_\_\_\_  
Ronald Shriner, member

\_\_\_\_\_  
Amy Moulton, member

ATTEST:

\_\_\_\_\_  
Mindy Miller, Deputy Clerk

Date: \_\_\_\_\_